

Records Review Procedure

RRP 78-35

Reviewers' Weekly Reporting Form

1. All Classification Review Officers now submit to their Team Chief a report form showing production statistics for the workweek just ended. The separate forms, when compiled at the Team and then Branch levels, are used in the weekly report forwarded to the C/ISAS. Thus, this form plays an important part in presenting the achievements of the Branch for a given period.

2. To assure uniformity in preparation of the forms, which in turn will facilitate the compilation of necessary identifying and statistical material, hereafter all forms will be completed as shown on the attached exemplar. Please note the following:

a. Always enter the time span of the report and the reviewer's number.

b. Always enter the Job(s) and Box Number(s) and the OPI.

c. List each day's production as shown on the exemplar, i.e., individual figures for each day actually spent in reviewing documents. If there are less entries than the number of workdays in the reporting week it will be assumed that the reviewer was on leave or working on other matters. In the latter event, make a brief statement to this effect on whatever part of the form is available. For example: two days on project for Branch Chief; one day

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d. Follow the same procedure for non-CIA documents and for foreign documents.

e. Always enter a brief description of the kinds of documents reviewed and the general reason for retaining classification.

Chief,  
Records Review Branch

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Attachment: a/s

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